

PLEASE TYPE OR PRINT CLEARLY

ATTACH ADDITIONAL SHEETS AS NECESSARY

ARTIST

ACCESSION NO

TITLE OF WORK

MATERIALS (Include source or manufacturer, brand names, fiber content, paper type, life expectancy of material according to manufacturer, etc.)

- A. Principal materials (specify fabrics used or types of fiber, including plys, color, brand names, etc. for weft, warp, fringe and other components):

- B. Other materials used (screws, nails, glue, wood supports for hanging devices, etc.):

- C. Preparation of materials (Specify processes and brands of dyes used, if applicable, in hand dying or handspinning, and in any preparation)

- D. Equipment used in construction (e.g. type of loom, number of harnesses used in tapestry, tools, etc.):

- E. Preliminary work methods (e.g. preparation of design by drawings, etc.):

- F. Final work methods in detail (include types of weaves, pattern used and finishing processes):

INSTALLATION

- A. Are there any special installation considerations (i.e. viewing height, measured distance from relative objects, etc.)?

- B. If work is comprised of more than one piece requiring special assembly, supply documentation on how to install correctly (provide photograph or sketch):

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ENVIRONMENTAL FACTORS

A. Describe existing environmental factors that may affect the condition of the artwork and any precautionary measures that should be taken for placement of the work (e.g. direct sunlight, extremes of temperature, humidity, vibrations, air pollutants; human interaction –touching, sitting, climbing, vandalism, etc.):

B. Packing/shipping instructions (include diagram if necessary)

DESIRED APPEARANCE

A. Describe in specific terms, the physical qualities for which the site should strive in order to maintain the artist's intent:

B. What may be acceptable alteration in form, texture, surface and coloration as related to natural aging of materials?

C. If the work is site-specific, describe in detail the particular relationship of the work to its site, including any significant physical aspects of the site which, if altered, would significantly alter the intended meaning and/or appearance of the work:

MAINTENANCE/CONSERVATION INSTRUCTIONS

Provide detailed instructions about the methods and frequency of maintenance for the artwork (with observations regarding permanency/durability of materials and techniques):

A. Routine maintenance (e.g. removal of dust, dirt; maintenance of protective surfaces; tightening, adjusting, etc.):

B. Cyclical maintenance (less frequent and more extensive preventative measures, e.g. disassembly and inspection, reapplication of protective sealers; repainting, cleaning of textiles, etc.)